(h) Aruna's parents want to meet the warden. Can you tell me where to find her? ———— the corridor till you reach the Hostel Mess. She is there.

(i) Excuse me, Can you tell me the way to the nearest bank? ———— the street, the bank is between the Photo studio and the Opticals.

(j) How far is the train station from here? ———— to the Cake shop, its two blocks from there.

19. Identify the errors, and correct them.

(a) The bunch of grapes are sweet.

(b) The police has arrived at the crime scene.

(c) My mother along with my sisters are going to the market.

(d) Neither of the boys are attending the party.

(e) He don't like to drink coffee.

20. "Verbal communication is more important than non- verbal communication". Discuss.

———————

SHANMUGA ARTS & SCIENCE COLLEGE LIBRARY

NOVEMBER/DECEMBER 2024

FSS20/CSS20/BSS20 — SOFT SKILLS

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is the first step in listening process?

2. Write any two basic writing skills.

3. What is the main purpose of instructions in writing skills?

4. What does it mean "to interpret" in writing skills?

5. Give two examples for seeking information questions.

6. Why communication skills are important?

7. Add suffix to the following words:

(a) kind (b) move

8. Correct the spellings in the following words:

(a) calendar (b) foregn

15. (a) Write whether the following expressions are formal or in- formal.

(i) I'd be very grateful if you could . . .

(ii) Could you direct me to a good quality cafe please?

(iii) This is an exceptional situation

(iv) Hi, where's the best cafe round here?

(v) Well done mate!

Or

(b) Discuss the various types of non-verbal communication.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Listen to the following conversation and answer the following questions:

Sneha: Hi, I just came to give you the cake I made.

Rajan: Wow, looks yummy.... thank you...

Sneha: What's the hurry? Are you going somewhere?

Rajan: Yeah, I'm planning to go to the College Readers' Club.

Sneha: Oh, I didn't know about it.... Where is it?

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Rajan: It's on the Trunk Road, near the Hill Station Mall... There's so much reading and fun there.

Sneha: Is the club open on all days?

Rajan: No, only on weekends, from 3 p.m. to 7 p.m.

Sneha: What sort of reading taste does it cater to?

Rajan: A wide range - fiction, non-fiction, travelogues, fantasy.... you can even find newly published books.

Sneha: Can we borrow books?

Rajan: No lending: You are permitted to read in the library..... There's more to it than the library: they have film screening, group discussions and Quiz programmes which provide us an enjoyable learning experience... Even if you miss going there for a week, no worries, you will find the events updated on the Club webpage.

Sneha: I wish I were a member there...

Rajan: Anyway, it's not too late. All that you need is your college ID card for getting a membership.